

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 15

June 14, 2004

**SUBJECT: MISCELLANEOUS MANUAL AMENDMENT**

**PURPOSE:** This Order informs Department employees of revisions to the Department Manual outlining the schedule for distribution of extra copies of narcotics related reports.

**PROCEDURE:**

**I. DISTRIBUTION OF NARCOTICS RELATED REPORTS.** Department Manual Section 5/030.66, outlines the dissemination of **extra copies** of narcotic related reports (i.e., Arrest Reports, Property Reports, Preliminary Investigation Reports). Narcotics Division (ND) no longer requires these reports to be forwarded to their division. The Area Narcotic Enforcement Detail (NED) in the Area of occurrence shall be forwarded one copy of the following reports:

- \* All felony or misdemeanor arrest reports involving narcotics; and,
- \* Follow-Up Investigations, Form 3.14.0, when narcotics are involved.

**Note:** Normal distribution of these reports is not affected by this Order.

The original Narcotics Report, Form 3.19, shall continue to be forwarded to ND to be maintained in the Master Files. No file copy or additional copies of the Narcotics Report shall be made.

**II. DISTRIBUTION OF EXTRA COPIES OF MISCELLANEOUS REPORTS.** Department employees are no longer required to disseminate extra copies of the following reports to ND:

- \* Stolen or recovered aircraft;
- \* Theft from aircraft;
- \* Stolen aircraft equipment; and,
- \* Stolen or booked narcotics.

**Note:** Normal distribution of these reports is not affected by this Order.

**III. OFFICER'S RESPONSIBILITY.** Officers completing narcotics related reports (e.g., Arrest Reports, Evidence Reports, Preliminary Investigation Reports) shall write in the left margin of the first page, "distribute one copy to Area NED" on the report.

**IV. AREA RECORDS UNIT'S RESPONSIBILITY.** Area record units shall distribute copies of narcotics related reports as follows:

- \* One copy to the NED of the Area of occurrence; and,
- \* One copy to be stored in their Area files.

**AMENDMENTS:** This Order amends Sections 5/030.66, 5/3.14-80, 5/3.15-82, 5/3.19-10, 5/3.19-15, 5/3.19-80, 5/3.19-82, 5/3.19-83, 5/3.19-84, 5/5.2-89, 5/8.27-80, 5/12.53-80, 5/15.15.1-01, 5/15.15.1-10, 5/15.15.1-80 and 5/15.53-80 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Narcotics Division, shall monitor compliance with this Order in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON  
Chief of Police

DISTRIBUTION "D"